



SYED JAFFER KHALIQUE

Hotel Financial Controller

A successful Financial and Accounting Professional with over 15 years of Accounting and Financial Controlling experience in the Five Star Hotel Industry in UAE. Hands on work experience with all Hotel industry systems. Pre-Opening experienced and trained the staff. Award in recognition of exemplary service by Grand Millennium and Ayla Hotels

CONTACT

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Al Ain, UAE

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TRAININGS

"Coaching for Success" by Pro Training, Dubai on September 19th and 20th 2011

"Initiative to Revenue Management" by Al Akayad Academy, Dubai

"Leadership" by Emirates Academy, Dubai

"Being a Mentor" by **Accor** Academy, Dubai

"Leadership verses Manager" by **Accor** Academy, Dubai

"Fire Fighting Training" (Certificate granted by licensed company for fire training)

"Appraisal Skills" by Pro Training, Dubai

HOTEL/ACCOUNTING SOFTWARES

SUN SYSTEM and Vision - Expert

Oracle Fusion Cloud

OASYS and Prologic Payroll System

Food & Beverage Materials System(FBM)

Pro-logic First and

Micros touch screen, OPERA, Protel and XN

MS Office: Excel, Word, Powerpoint - Expert

WORK EXPERIENCE

May 2019- to date

**Telal Resort Al Ain, 5 Star Resort at natural Oasis of Al Ain
Zaman Lawal Heritage village
Barari Hunting facilities**

Financial Controller

- Reporting to GM and Corporate Finance.
- Successfully relieve GM during his absence and vacations.
- Fully involve in controlling operation and assisting GM.
- Main responsibilities but not limited to ensure revenue is protected and assets of the hotel are secure and business objectives are achieved.
- Providing accurate and timely reports/records by managing accounting functions.
- Conducting meetings with HOD to ensure cost is controlled
- Supervise the accounting process and procedure and train accounting staff
- Liaison with internal and external auditors and review audit reports to confirm the audited figures.
- Expertise on Sun System and vision, Prologic systems, strong fluency with Excel formulas and functions and having strong analytical and data gathering skills.
- With hands on experience of budgeting and forecasting very proactive to identify the correct measurements to achieve the budgeted targets.
- Supervising daily operation and month end closing to make sure the accuracy of data up to finalization of all accounts.
- Preparation of Bank reconciliation and Balance sheet reconciliation.
- Review and analyzing of AR aging and Ap aging to make sure cash flow is maintained.
- Analyzing stocks(stores) and monitoring inventories.
- Supervising Purchasing and I.T Operation.

ACHIEVEMENTS

Successful pre-openings of :

- Royal Central Hotel, Palm Jumairah, Dubai
- Ayla Grand Hotel, Al Ain
- Grand Millennium, Al Wahda, Abu Dhabi
- Samaya Hotel Deira, Dubai

Built a winning finance team by training and mentoring the staff

OTHER INFORMATION

Valid UAE Driving License
Married with 3 dependents
Pakistani National
VISA RELEASEABLE-IMMIGRATION

LANGUAGES

English, Urdu, Hindi,
Arabic (Basic Understanding)

HOBBIES

Cricket, Football, Swimming, Chess

WORKING REFERENCES

1. Mr. Sherif el Dalgamoni
Director of Finance
First Central Hotel,
Al Barsha Dubai.
Mobile: +971 564098500
S.ElDalgamoni@central-hotels.com
2. Mohamed Nazrul Islam
Assistant Director of Finance
Grand Millennium Hotel Al Wahda,
Abu Dhabi

Mob : +971 563992690
Nazrul.Islam@millenniumhotels.com

RELOCATION

UAE or anywhere in Middle East

- Other responsibilities and task as per accounting cycle and financial activities of the hotel.

June 2018-April 2019

Royal Central Hotel, Dubai Palm Jumairah, UAE (5 Star, Central Hotels Group)

Successful Pre-opening

Head of Finance- Chief Accountant (PRE-OPENING)

- Reporting to GM and Corporate Finance
- Successfully relieve GM during his absence and vacations.
- Fully involve in controlling operation and assisting GM.
- Month-End Closing and Reporting, Making Financial Statements
- Prepare annual budgets and monthly forecasts and recommend the key economic policies and objectives for the Hotel
- Assist the General Manager in directly preparing the annual and monthly forecasts and reports, in order to provide an overview and forecast of revenues, expenses and Hotel benefits based on past, present and expected activities.
- Ensure compliance with legal requirements, contractual obligations and accounting procedures and policies, by implementing the procedures of the security, accounting audits and internal controls
- Ensuring the collection of payments in accordance with the principles of the company
- Control hotel expenses to ensure compliance with budget guidelines; gather financial information and communicate it to the General Manager
- Manage performance issues that arise within accounting; train, develop, coach and advise; conduct assessments of performance
- Ensure optimal compliance with the group's audit strategy
- Be part of the operations team, attend all meetings programmed and contribute actively by being duly prepared
- Communicate effectively with team members
- Meet daily with management to discuss key activities of the moment
- Responsible for communicating the financial results to the General Manager, Head Office and Owners.

Feb 2016 - June 2018

Ayla Grand Hotel (5 Star, 250 Rooms), Al Ain, UAE

Successful Pre-opening

Chief Accountant (Reporting to Group Director of Finance and GM)

- Assisting DOF for all hotel financial controls within the limits of policies and procedures established by Corporate Controlling, and ensure that hotel's revenues / assets are protected, costs are controlled and overall business objectives are achieved. Also relieving Director of Finance during his absence.
- Preparation of Local policies & procedures

NOTICE PERIOD: IMMEDIATELY JOIN

- Preparation & presentation of annual budget & monthly forecasting
- Managing of the Annual Internal Audit and associated reports as well as any Interim Internal Audits.
- Doing Month End Closing in an accurate and timely manner and Preparing Month End Reports.
- Supervising of AR follow ups and collections of payments.
- Monitoring the high balances and making the strategies if there is any risk involve.
- Assist the finance team in cross exposure and trainings.

June 2010-Oct 2015

Grand Millennium Al Wahda, Abu Dhabi UAE (5 star by Millennium and Copthorne Group, 850 Rooms and Deluxe Apartments)

Successful Pre-opening

Chief Accountant

- All the responsibilities mentioned in the Ayla Grand Hotel Section.
- Award in recognition of exemplary service by Management
- Increased revenue by 18% by implementing some procedures.
- Reduced the cost by 15% in different segments by negotiating the agreements.
- Successful Data Migration from one format to another in hotel software
- Made the finance team more efficient and productive by cross trainings and motivations

Oct 2007-June 2010

Samaya Hotels and Resorts, Dubai UAE (5 star 213 rooms + 192 Apartments)

Successful Pre-opening

Assistant Financial Controller

Successful Pre-opening

All the responsibilities mentioned in the Ayla Grand Hotel Section.

May 2003 – Sept 2007

Mercure Grand Hotel, Al Ain, UAE (5 Star, ACCOR Group)

- **Assistant Financial Controller** Jan 2005–Sep 2007
All the responsibilities mentioned in the Ayla Grand Hotel Section
- **General Accountant** Jan 2004 - Dec 2004 **Successful Pre-opening**
Month End Closing plus most of the responsibilities mentioned in the Ayla Grand Hotel Section.
- **IT Administrator/Income Auditor** May 2003- Dec 2003
 - IT administration and support
 - Relieved cost Controller, Accounts Payable, General Cashier/Paymaster and credit section at several occasion

EDUCATION

Modern Institute of Management, Karachi, Pakistan

2008-2009

Diploma in Business Accounting and Finance

University of Karachi, Pakistan

Bachelor of Science in Mathematics (BS)